

Policy Title	Clinical Attendance
Policy Number:	RAD 8.11
Department:	SOMI
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
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Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	RAD 8

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) that students are expected to attend clinical assignments.

III. Purpose

The purpose of this policy is to establish clinical hours, attendance tracking, rules regarding absences, and define penalties for policy infractions.

IV. Scope

This policy applies to all SOMI students.

V. Policy Details

Clinical Hours

Clinical hours are 8:00am - 4:30pm, unless otherwise indicated.

Students are expected to be ready to begin their clinical experience when they clock in (i.e., students assigned to the OR should be in OR scrubs before clocking in).

Students should refrain from clocking in more than 15 minutes prior to the start of the clinical assignment; however, students who choose to clock-in early will not be allowed to end the clinical assignment early.

Variations

8:30am - 4:30pm: St. Mary's Hospital Grove Avenue Imaging

4 weeks of evening rotations between the hours of 1:00pm-10:00pm

Clock-in/Clock-out Procedure

Clinical Attendance will be tracked in Trajecsyst as follows:

- a) **Arrival time** – Clock in when the student arrives within the assigned department and is ready to begin a shift.
- b) **Lunch out** – Clock out when the student is dismissed for lunch by the supervising technologist or Clinical Preceptor or leaves the site.
- c) **Lunch in** – Clock in when the student returns from lunch and is within the assigned department and ready to return to the shift.
- d) **Departure time** – Clock out when the student is dismissed from clinic for the day.

It is the policy of SOMI that students clock in within the department to which they are assigned when the student is ready to begin a shift and not earlier than 15 minutes prior to the start of the clinical rotation.

It is also School policy that each student takes a mealtime period during the course of the clinical day. Allotted mealtime period is not to exceed 45 minutes and a minimum of at least 30 minutes. The student may not take the mealtime period off of the end or beginning of the clinical day, nor may the allotted mealtime period attempt to be saved or used at a later date. Mealtimes are to be determined by the supervising technologist or Clinical Preceptor when in the clinic area. Mealtimes that exceed 45 minutes on clinic days will result in a time penalty of a tardy. Late, missed, and/or incorrect location time records will result in a time reduction in accordance with this policy.

No additional break time is allotted by the clinical site or the School. Therefore, any student wishing to take a break any time other than the mealtime period, must complete a Clinical Time Off Request form in Trajecsyst and be approved by the Program Coordinator Clinical Education Experience.

Time Bank

Because illness or emergency situations occasionally make it impossible to attend clinical assignments, SOMI provides students with a time bank each semester that can be missed without incurring a penalty.

All time missed from clinical, regardless of the reason, will be deducted from the allotted time bank in increments of 15 minutes (rounded).

Time missed in the 1st and 2nd semesters beyond 16 hours will impact the semester final clinical grade as follows:

1. There is no penalty for time missed up to and including 16 hours.
2. 16 hours and 1 minute through 23 hours and 59 minutes of time missed, student incurs a drop of one letter grade (highest numeric value of letter grade) and a written letter of warning is placed in the student file.
3. 24 hours through 31 hours and 59 minutes of time missed student incurs another drop of one letter grade (highest numeric value of letter grade) and a written letter stating probation for the remainder of the semester will be placed in the student's file.
4. 32 hours or greater of time missed, student will automatically earn a final grade of "F" for clinical.

Time missed in the 3rd – 5th semesters beyond 24 hours in a semester will impact the semester final clinical grade as follows:

1. There is no penalty for time missed up to and including 24 hours.
2. 24 hours and 1 minute through 31 hours and 59 minutes of time missed, student incurs a drop of one letter grade (highest numeric value of letter grade) and a written letter of warning is placed in the student file.
3. 32 hours through 39 hours and 59 minutes of time missed, student incurs another drop of one letter grade (highest numeric value of letter grade) and a written letter stating probation for the remainder of the semester will be placed in the student's file.
4. 40 hours or greater of time missed, students will automatically earn a final grade of "F" for clinical.

*Clinical records are updated weekly; therefore, student notification may be delayed but does not nullify the incurred penalty.

Tracking Attendance

Student attendance is tracked through Trajecsyst, the School's clinical record system, and it is the student's responsibility to clock-in and clock-out through the Trajecsyst system, which is the only method of clock-in and clock-outs accepted. Failure to properly clock-in or clock-out through Trajecsyst will be treated as clinical time missed (tardy or absence). Only clock-ins and clock-outs recorded at the students' assigned clinical site will be accepted (i.e., if a student is scheduled at MRMC but clocks in at SMH, the time recorded will not be recognized).

Planned Absences

Students that know in advance that they are unable to attend a clinical assignment (i.e., unable to reschedule an appointment), should complete and submit a Clinical Time Off Request via Trajecsyst, at least one full clinical day prior to the day requesting off. The Program Coordinator Clinical Education Experience or designee will then approve or disapprove the request. Students can view the status of a Clinical Time Off Request through their Trajecsyst account.

Students who wish to observe a religious holiday that will conflict with clinical assignments will follow the policy as stated above.

Unplanned Absences

Students who are going to be absent from a clinical assignment and have not completed a Clinical Time Off Request and received approval, (i.e., woke up sick) must notify the School and the clinical site prior to the start time of the clinical assignment. Students must follow the procedure identified below:

1. Affiliated Clinical Site

Students are required to call the clinical site and inform them of their absence and obtain the name of the person they informed.

2. School via e-mail: bsr-somiclinicalsite@bshsi.org

Students are required to email the School and inform them of their full name, their absence, their clinical assignment location, and the name of person they informed at the clinical site.

Leaving Early

The only acceptable reasons for leaving early from a clinical assignment are an illness or emergency. Any other cause for early departure from the clinical assignment requires pre-approval from the School (see above for planned absences). Students needing to leave for illness or an emergency, must follow the procedure identified below:

1. Affiliated Clinical Site

Students are required to notify a Clinical Preceptor or Supervisor at assigned clinical site that they need to leave early due to sickness or an emergency.

2. School via e-mail: bsr-somiclinicalsite@bshsi.org

Students are required to email the School and inform them of their full name, their need to leave early and reason why, their clinical assignment location, and the name of the person they informed at the clinical site.

Failure to follow proper procedure for notifying the School or clinical site for both calling in or leaving early will result in an unexcused absence.

Sanctions for Unexcused Absence(s)

Unexcused absences are accumulated for the entire length of program.

An unexcused absence has occurred when the student fails to notify the School and/or clinical site of an absence or leaving early according to the preceding absence or leaving early procedure. Occurrences remain a part of the student's permanent record throughout the entirety of the program.

Also, a clock-out that occurs prior to end of a scheduled clinical assignment, without prior approval, will result in the student losing time from their will be from the time of the clock out to their scheduled end time.

Sanctions for unexcused absences are as follows:

1. First occurrence; a written letter of warning.
2. Second occurrence; 5-point deduction from the final clinical grade and a written letter stating probation for the remainder of the semester in which the second violation occurred.

3. Third occurrence; student incurs a 2-day clinical suspension (time deducted), and a written letter.
4. Fourth occurrence; student automatically earns a final grade of "F" for the clinical course in the semester in which the violation occurred.

Tardiness

A student who is going to be late for a clinical assignment due to an unforeseen circumstance must:

1. Notify the clinical site by phone.
2. If circumstances change and the student determines they will not be able to attend clinical, the student must follow the procedure for an unplanned absence.

Sanctions for Tardiness

If a student arrives after the start time of their clinical assignment or arrives late from meal break, the time missed will be deducted from the allotted time bank in increments of 15 minutes. Example: A clock in that occurs between 8:01am-8:14am: 15 minutes is deducted from the student's time bank and the student incurs a tardy for that semester. Late arrival will also result in a documented tardy. Also, **any missed punches will be treated as a tardy** and subject to the sanctions below.

Sanctions for tardy incidents are as follows:

1. First and second tardy incidents in one semester are documented.
2. Third tardy incident in one semester will result in a written letter of warning.
3. Fourth tardy incident in one semester will result in a drop of one letter grade (highest numeric value of letter grade) and a written letter of warning.
4. Fifth tardy incident in one semester will result in automatically earning a final grade of "F" for the clinical course.

Perfect Clinical Attendance

Students that successfully complete 4 semesters without missing **any** clinical days may take a maximum of 9 clinical days off during the fifth semester only if the following criteria has been met: the student has missed less than one hour (60 minutes) of clinical time for all 4 semesters combined, completed all mandatory and elective clinical competencies, completed all required clinical assignments, is in "good standing" with the school (not on probation, nor has received remedial training), has maintained a clinical grade of "A" through the first 4 semesters, and currently holds a clinical grade of "A".

VI. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

RAD 8.01 Clinical Plan

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI), a department owned and controlled by Bon Secours St. Mary's Hospital of Richmond, LLC, and any party. SOMI, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	7/1/2022	N/A	New Template & Revisions	N/A	Program Coordinator Clinical Education Experience
2.0	6/8/2023	N/A	New Template & New Numbering	1.0	Program Coordinator Clinical Education Experience
2.1	8/21/2024	N/A	Compliance Update	2.0	Campus Director & Dean of Academic Affairs
2.2	12/17/2024	N/A	Compliance Update & Revisions	2.1	Campus Director & Dean of Academic Affairs
2.2	2/19/2025	2/19/2028	Reviewed No Changes	2.2	CDDAA
1	2/19/2025	2/19/2028	Version changed – BSMH Template Adopted	2.2	CDDAA

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.